

Agricultural Marketing Service
Office of Deputy Administrator for Marketing Programs
Fruit and Vegetable Division
Market News Branch
Clerk-Typist, GS-322-03

SJ FV8

I. INTRODUCTION

This position is located in the Fruit and Vegetable Division, Market News Branch field office. The office is responsible for reporting market news information on fresh fruits and vegetables, ornamental crops, or other products produced in nearby or other designated areas for shipment and distribution to distant markets or for utilization by processors. The incumbent performs typing and general clerical assignments for the office.

II. MAJOR DUTIES

Types into final form from rough draft, handwritten notes, leased wire copy, and partially from direct dictation market reports for publication and leased wire transmission, summaries, and other narrative and statistical material. Typing assignments require the use of a variety of formats and the need to determine an arrangement of tabular material which has numerous headings and subheadings.

Operates leased wire equipment, both transmitting and receiving.

Maintains mailing list of subscribers and prepares annual circularization notices.

Responds to telephone calls or personal requests for information made available by the market reporter or over the leased wire system; maintains files, prepares requisitions for supplies and duplication orders, and performs other related duties as assigned.

III. FACTORS

1. Knowledge Required by the Position 200 pts., FLD 1-2

Skill in operating an electric typewriter. A qualified typist is required.

Knowledge of grammar, spelling, capitalization, punctuation, and recurring technical terminology to type material into final form from rough draft, handwritten notes, leased wire copy, or from direct dictation.

Knowledge of the functions of the organization and office to refer phone calls and provide non-technical information.

Knowledge of the office filing system in order to classify, search, and dispose of materials.

Knowledge of regulations concerning mailing lists and zip code arrangements required by the Postal Service.

2. Supervisory Controls 125 pts., FLD 2-2

The incumbent reports to the Officer-in-Charge. Routine duties are performed independently, but the supervisor is available to provide assistance in unusual assignments or otherwise as needed. Completed work is spot checked for conformance with instructions and procedures.

3. Guidelines 125 pts., FLD 3-2

Guidelines include dictionaries, correspondence manuals, written office guidelines, Agency, Department, Division, and Branch instructions. The employee uses judgment in selecting the most appropriate guide covering specific situations and is responsible for appropriate spacing and arrangement of material. Assistance is available from higher level personnel for situations involving deviations from or absence of applicable guidelines.

4. Complexity 75 pts., FLD 4-2

The material is typed into final form from rough draft, handwritten copy, or direct dictation. Typing assignments involve technical terminology, extensive use of abbreviations, and numbers. The incumbent is responsible for grammar, spelling, capitalization, and punctuation and to assure proper format, enclosures, and distribution. The incumbent refers calls and mail based on knowledge of office operation and files material according to AMS Instructions.

5 . Scope and Effect 25 pts., FLD 5-1

The purpose of the work is to provide typing and clerical support to the office. The work contributes to the efficiency and effectiveness of office programs.

6. Personal Contacts 25 pts., FLD 6-2

Personal contacts are with other employees of the office, office visitors, and callers.

7. Purpose of Personal Contact 20 pts., FLD 7-1

Contacts are for the purpose of obtaining and providing information, taking and relaying messages, and referring callers and visitors to appropriate office or agency to best satisfy their requirements.

8. Physical Demands 5 pts., FLD 8-1

The work is sedentary. There may be some walking, standing, bending, and carrying of light items such as paper and files.

9. Work Environment 5 pts., FLD 9-1

The work is performed in an office setting.